

Your Name
Address
City Street Zip

Today's Date

Name of Interviewer
Job Title
Company Name
Address
City, State, Zip

Dear <<Name of Interviewer>>:

Thank you for the opportunity to interview yesterday for the position of Customer Service Supervisor. I am excited about the prospect of joining <<Company Name>> and working with the team to accomplish the goals we discussed.

My training and experience in the use of focus groups and total quality concepts would fit well with the direction your organization is heading. Using these techniques in my current position, my staff and I were successful in increasing customer satisfaction by 48 percent in the first three months of implementation, as measured through a reduction in customer complaints. Cost savings, in terms of staff time, totaled more than \$40,000 in the first year of the program.

I am very much interested in working as Customer Service Supervisor for <<Company Name>>. I look forward to hearing from you after you have completed the first round of interviews.

Sincerely,

<<Your Name>>